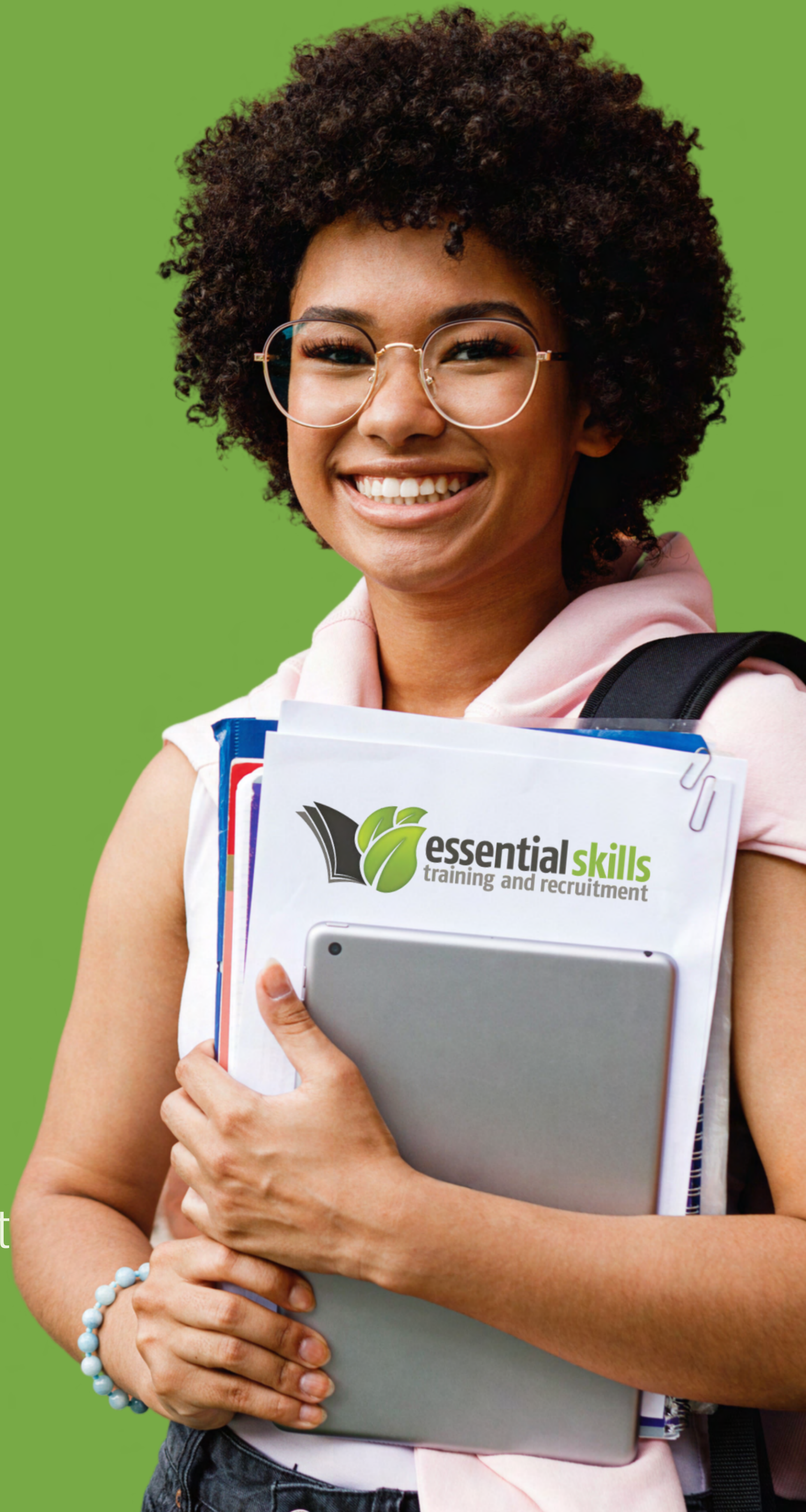


Where is your career taking you?

# MAKE A FRESH START IN 2021

specialists in:

- Community Services
- Aged Care
- Disability
- Health Support Services
- Leisure & Health
- Leadership & Management
- Professional Development



## Course Schedule 2021

Essential Skills Training and Recruitment (RTO ID 91729)



# Why study with Essential Skills?

Here at Essential Skills Training and Recruitment our purpose is to empower people through education and we are here to support you every step of the way!

We have a great range of nationally accredited qualifications in community services, aged care, disability, business services and management.

We also have a great range of non-accredited professional development workshops which can be delivered in class, at your workplace or online. Refer to the final pages of this brochure for details.

You can trust in us. Essential Skills is an award-winning specialist training provider with over 10 years experience delivering quality educational programs. Our reviews on social media speak for themselves, but it's our reputation in community that we take greatest pride in. Ask around!



★★★★★ 5.0 Google Reviews



## Essential Skills Training and Recruitment

A: 1/3 Warabrook Boulevard, WARABROOK NSW 2304

P: (02) 4961 0016

E: [info@essentialskills.com.au](mailto:info@essentialskills.com.au)

W: [www.essentialskills.com.au](http://www.essentialskills.com.au)

RTO ID: 91729



***"An investment in education  
yeilds the best return"***

***Benjamin Franklin***





# Community Services

## Full-time Programs (Jobseekers)

Suitable for people not currently working in the community services sector

### CHC33015 Certificate III in Individual Support

This qualification will give you the skills and knowledge you need to be an effective carer or support worker in the aged care or disability sector. This is an 18 week classroom based program including 135 hours of compulsory work experience. Aged Care and Disability elective streams are available.

**Program Commencement - 1st February 2021 - 12th May 2021 - 9th August 2021**



### HLT33215 Certificate III in Health Support Services

This qualification will give you the skills and knowledge you need to be an effective domestic assistant (cleaning, kitchen or laundry) in a community services organisation. This is 15 week classroom based program including 72 hours work experience.

**Program Commencement - 13th July 2021 - CANCELLED.**



Are you on the job hunt or just want to see what's out there?

**Join our Community Services Job group on Facebook**



**Community Services Jobs**  
TURNING CARING JOBS INTO CAREERS



# Community Services

## Employment Based Programs

Suitable for people with experience and currently working in the community services sector

### CHC33015 Certificate III in Individual Support

This qualification will give you the skills and knowledge needed to be an effective carer or support worker in the aged care or disability sector. This is a 14 month employment based program delivered via in-class monthly workshops. Students are required to log 120 work hours against the skills gained in this qualification.

**Program Commencement - 17th February 2021 - 12th March 2021 - 15th June 2021 - 3rd September 2021**

### CHC43015 Certificate IV in Ageing Support

This qualification will give you the skills and knowledge to advance your career as a carer in aged care. Learn how to handle complex clients and provide person-centred care to it's highest level. This is an 18 month employment based program including 120 work hours logged against the skills gained in this qualification. Using a blended-learning approach this course is delivered via in-class workshops and online Zoom sessions.

**Program Commencement - 23rd Feb 2021 - 20th May 2021 - 24th August 2021 - 4th Nov 2021**

### CHC43115 Certificate IV in Disability

This qualification will give you the skills and knowledge you need to advance your career as a disability support worker. You will learn how to empower people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. This is a 12 month employment based program including 120 work hours logged against the skills gained in this qualification. Using a blended-learning approach this course is delivered via in-class workshops and online Zoom sessions, one day per month.

**Program Commencement - 25th March 2021 - 24th June 2021 - 16th Sept 2021 (fortnightly evening classes)**

### CHC43415 Certificate IV in Leisure and Health

This qualification will give you the skills and knowledge you need to become a lifestyle or activities coordinator in a community services organisation. You will learn how to participate in the design, implementation and evaluation of leisure, health activities and programs for clients. This is a 15 month employment based program including 120 work hours logged against the skills gained in this qualification. Using a blended-learning approach this course is delivered via in-class workshops and online Zoom sessions, one day per month.

**Program Commencement - 27th April 2021 - 20th October 2021.**



**Need some advice on which course will help you reach your goals?**

Contact us today on (02) 4961 0016.





# Community Services

## Employment Based Programs

Suitable for people with experience and currently working in the community services sector

### CHC42015 Certificate IV in Community Services

This course is suitable for community service workers who design and deliver person-centred services to individuals and/or groups. At this level, workers may be unsupervised with limited responsibility within established parameters. They 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. Using a blended-learning approach, workshops will be held once a month over 14 months.

**Program Commencement - 19th August 2021 (monthly)**



### CHC52015 Diploma of Community Services

This qualification will give you the skills and knowledge you need to manage, co-ordinate and/or deliver person-centred services to individuals, groups and communities. At this level you may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities. This is a 16 month employment based program including 100 work hours logged against the skills gained in this qualification. Workshops will be held once a month with skills learnt then practiced in the workplace.

**Program Commencement - 4th March 2021 (evening classes - fortnightly) and 6th October 2021**





# Community Services

## Distance Programs

Suitable for people with experience and currently working in the community services sector

Distance / online delivery can be commenced at any stage of the year. It is a suitable delivery option for people who cannot access workshops due to location or work schedule. To be eligible students must already be working in a relevant community services organisation in order to achieve mandatory work experience hours, or performance evidence or observations as stated in the assessment guidelines for certain units of competency.

### **CHC32015 Certificate III in Community Services**

Duration - 12 months | Recommended that you find volunteer work if not currently employed in industry.

### **CHC42015 Certificate IV in Community Services**

Duration - 18 months | Recommended that you find volunteer work if not currently employed in industry.

### **CHC43015 Certificate IV in Ageing Support**

Duration - 18 months | Compulsory work hours required - 120 | Recommended for those with prior experience.

### **CHC43415 Certificate IV in Leisure and Health**

Duration - 18 months | Compulsory work hours required - 120 | | Must be working in the sector and have access to a Leisure & Health / Activities Officer.

### **CHC43115 Certificate IV in Disability**

Duration - 18 months | Compulsory work hours required - 120 | Recommended for those with prior experience.



## Frequently Asked Questions

### **How will the course be delivered?**

All Certificate III level programs will be delivered face-to-face here at our Warabrook training facility. All Certificate IV and higher level programs will be delivered using a blended learning approach (face-to-face + online Zoom sessions). A competent level of language, literature, numeracy and digital literacy is required to participate in these programs. It is desirable for students to have access to a PC/Mac or smart pad device at home with a reliable internet connection.

### **Do I have to pay my course fees upfront?**

No. Students are only required to pay an administration fee on enrolment. Government funding is available to eligible students to help subsidise costs. The remainder of the course fees is payable at specific times throughout the program. Direct debit plans are also available upon request.

# Community Services

## Skills Development Workshops

Suitable for people with experience and currently working in the community services sector

We have industry experts on board to offer their knowledge and insight with these non-accredited workshops. They are an excellent opportunity to learn new skills and enhance your knowledge. Continuing Professional Development (CPD) points are attached to these programs.

### Skin Integrity (Full-day workshop)

- Basic wound assessment
- Common wound presentations - such as lower leg ulceration, skin tears, diabetic foot
- Which dressing and why?

#### Presented by Meredith Kirkpatrick

Meredith holds a Masters in Nursing, Graduate Diplomas in Aged Care, Wound Management, Graduate Certificates in Palliative Care, Pain Management and a Diploma of Pharmacology.

Meredith has presented and contributed to programs in wound care and skin integrity for various RTO's and aged care facilities. She is a member of Wounds Australia and committee member for the National Wounds Conference 2018.

**Session Dates** - Friday 9th April 2021 or Friday 12th November 2021.

**Time:** 9.30am - 3.30pm

**Cost** - \$253 (incl GST) morning tea and lunch provided



### Epilepsy and Midazolam with Competency Assessment

(Half-day workshop)

We offer a 3.5 hour non-accredited Epilepsy and Midazolam workshop with competency-based assessment. The aim of this program is to develop an understanding of epilepsy and the importance of using the drug Midazolam as an emergency intervention for some types of seizures. As Midazolam is a very potent drug, safe and best practices are essential. Our education sessions are designed around industry relevant legislation and practices. We request a copy of your Epilepsy / Midazolam Administration Policy where available, prior to training delivery. This provides a continuum of information for your staff that will result in safe work practices and positive client outcomes.

#### Program Outline

- Epilepsy causes, classifications of seizures, triggers, medications,
- Planning and documentation, SUDEP
- Midazolam – overview, basic pharmacology, administration in emergency, authority to administer, legal considerations

**Session Dates** - Tuesday 16th November 2021

**Time:** 9.30am - 1:00pm

**Cost** - \$165 (incl GST)

*Limited to 12 participants per session*

#### Presented by a Registered Nurse

Our Registered Nurses are expert trainers and assessors with vast experience working in aged care, disability and general hospital settings.



# Community Services

## Skills Development Workshops

Suitable for people with experience and currently working in the community services sector

### Clinical Skills for Care Workers (Half-day workshop)

- TPR - temperature, pulse and respiration
- BP - blood pressure
- Urinalysis
- Blood glucose levels



#### Presented by a Registered Nurse

Our Registered Nurses are expert trainers and assessors with a vast range of experience working in aged care, disability and general hospital settings.

**Session Dates** - Monday 24th May 2021 or Monday 27th September 2021

**Time:** 9.30am - 1.30pm

**Cost** - \$165 (incl GST)

*Limited to 12 participants per session*

### Complex Care Needs in Disability (Full-day workshop)

- Enteral feeding - Types, Diagnosis need, Physiology, Feeding/supporting, nutritional needs, Role of multidisciplinary team, Supporting & troubleshooting
- Bowel management - Anatomy, Common bowel problems, The neurogenic bowel, Autonomic Dysreflexia, Goals of bowel care, Methods of bowel evacuation
- Epilepsy - Physiology of epilepsy, Types of seizures, Management, Documentation, Medications



#### Presented by a Registered Nurse

Our Registered Nurses are expert trainers and assessors with a vast range of experience working in aged care, disability and general hospital settings.

**Session Dates** - Monday 29th March 2021 or Monday 5th July 2021

**Time:** 9.30am - 3.30pm

**Cost** - \$253 (incl GST) morning tea and lunch provided

*Limited to 12 participants per session*

**To register online or to download a registration form, go to**  
**[www.essentialskills.com.au/non-accredited-courses](http://www.essentialskills.com.au/non-accredited-courses).**



# Community Services


## Online Short Courses

Access anytime, anywhere. These online programs are suitable for anyone working in the community services sector.

**Staff training is an important part of maintaining quality service delivery but also a key component of your Aged Care or Disability compliance requirements.**


We have a great range of programs available for organisations to choose from to suit individual needs. All programs are visually engaging and have voice over from our expert trainers. There is a knowledge quiz to check understanding, and on successful completion, participants will be awarded with a certificate of completion to add to their portfolio.

**Group pricing is available for organisations. Call (02) 4961 0016 for a quote.**



**Managing Diabetes**

Essential Skills Training \$89.50



**Basic Wound Care**

Essential Skills Training \$89.50




**Enteral Feeding and Management**

Essential Skills Training \$89.50




**Understanding the new Aged Care Standards**

Essential Skills Training \$49.50



**Mealtime Management**

Essential Skills Training \$49.50



**Catheter Care**

Essential Skills Training \$89.50

**Managing Diabetes | Basic Wound Care | Enteral Feeding and Management | Mealtime Management | Catheter Care | Complex Bowel Care | Epilepsy and Midazolam | Workplace Health and Safety including Manual Handling Compulsory Reporting | Infection Control | Food Safety | Understanding the New Aged Care Standards Discrimination, Bullying and Harassment**

**[essential-skills-training-and-recruitment.teachable.com](https://essential-skills-training-and-recruitment.teachable.com)**



# Business Services

## Blended Learning Programs

Suitable for any industry, a moderate level of computer skills is required for successful completion

### **BSB50420 Diploma of Leadership and Management**

This qualification will give you the skills and knowledge you need to be a leader in your organisation. You will undertake planning, organising, implementing and monitoring your own workload and the workload of your staff. This is a 12 month employment based program. Using a blended learning approach, classes will be delivered via face-to-face workshop and Zoom sessions.



**Program Commencement - 2nd June 2021**

## Distance / Online Programs

Suitable for any industry, a moderate level of computer skills is required for successful completion.

Distance / online delivery can be commenced at any stage of the year. It is a suitable delivery option for people who cannot access workshops due to location or work schedule.

### **BSB40515 Certificate IV in Business Administration**

Duration - up to 18 months| Reasonable level of computer skills required.



### **BSB40520 Certificate IV in Leadership and Management**

Duration - up to 18 months| Reasonable level of computer skills required.

### **BSB50420 Diploma of Leadership and Management**

Duration - up to 18 months | Experience in a supervisory role beneficial





# Community Services

## Single units of competency

Suitable for people who are currently working in the industry.

### 10735NAT - Course in Disability First Aid

After extensive research and consultation with the disability sector, this course has been designed for care workers and tailored to extend on traditional first aid training, providing critical skills in the following key areas:

- Assist a person in a wheelchair who is having a seizure
- Recognise and assist a person with a disability in a mental health crisis
- Understand and initiate a personal evacuation plan
- Assist a person who is choking in a bed or wheelchair
- Recognise and assist with infection and pressure sores
- Recognise and assist with autonomic dysreflexia
- Apply CPR in a bed

**Eligibility: Students must already have the HLTAID003 Provide First Aid.**

**They are also required to complete an online assessment prior to attending the compulsory face-to-face workshop.**

We reserve the right to cancel this course if the minimum numbers are not met.



#### TRAINING DATES:

Wednesday 27th Jan 2021  
Monday 22nd Feb 2021  
Monday 15th Mar 2021  
Thursday 8th Apr 2021  
Thursday 27th May 2021  
Wednesday 23rd Jun 2021  
Thursday 29th Jul 2021  
Friday 13th Aug 2021  
Thursday 23rd Sept 2021  
Monday 11th Oct 2021  
Tuesday 23rd Nov 2021  
Wednesday 8th Dec 2021

**Single Unit Price - \$250**

### HLTHPS006 Assist clients with medication

This unit will provide the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.

Due to the high risks associated with medication administration and the requirements of the training package, Essential Skills Training & Recruitment has the following requirements:

- Must be currently working in the community services sector.
- Must have the CHC33015 Certificate III in Individual Support, or equivalent or be working towards.
- The unit will be delivered over two (2) face to face workshops. Attendance at both workshops is mandatory.
- On the job medication assistance practice is required before the final workplace observations can be completed. This needs to be done by a Registered Nurse, Endorsed Enrolled Nurse or Registered Aboriginal and/or Torres Strait Islander Health Practitioner. Workplace assessment will be conducted by an Essential Skills trainer.

#### Program Commencement -

**Wed 4th Aug 2021 (Day 1 of 2) & Wed 25th Aug 2020 (Day 2 of 2)**

For other possible dates contact (02) 4961 0016

**Single Unit Price - \$650**



# Professional Development

## Workshops on demand

Suitable for organisations, these programs support the Aged Care Quality Standards and the NDIS practice standards.

### EPILEPSY AND SEIZURE EMERGENCIES

- Aetiology of seizures
- Seizure types
- Management of epilepsy
- The role of emergency medication
- Duty of care
- Documentation

### INFECTION CONTROL & SAFE FOOD HANDLING

- The chain of infections
- Preventing cross contamination
- Hand-washing
- Common infections
- Vulnerable people and infection
- Basic Food safety principles

### BOWEL CARE

- Anatomy of physiology & the intestines
- Common bowel problems & conditions
- The neurogenic bowel
- Autonomic dysreflexia
- Bowel care-invasive and non-invasive support strategies
- Legal and ethical considerations

### UNDERSTANDING THE NEW AGED CARE STANDARDS

- Introducing the new standards
- The structure of the standards
- Putting the structure into practice
- Group activities
- Applying understanding of changing expectations and practices

### ENTERAL FEEDING P.E.G

- Anatomy & physiology of the digestive system
- Types of enteral feeding
- Indicators for P.E.G feeding
- Health care planning
- Roles & responsibilities
- Medications and PEG tubes
- Legal & ethical considerations

### BASIC WOUND CARE

- Anatomy and physiology of the skin
- Understanding wound healing
- Assessments of the wound
- Topical management
- Documentation
- Legal & Ethical considerations

### ELDER ABUSE - COMPULSORY REPORTING IN AGED CARE FACILITIES

- Epidemiology of elder abuse
- Types of abuse
- Recognising abuse
- Reportable abuse
- How to make a report
- Available support

### BULLYING & HARASSMENT

- Legal definition under WHS Act
- What constitutes bullying & harassment
- Working with potential conflict
- Effective communication strategies
- Reporting
- Legal and ethical considerations

### CHANGED BEHAVIOUR

- Behavioural and physiological symptoms of dementia (BPSD)
- the purpose of behaviour
- the brain & behaviour
- Contributing factors to BPSD
- Effective communication
- Recognising antecedents / triggers
- Delirium
- Non-pharmacological strategies for de-escalating changed behaviour
- Psychotropic medications
- Documentation, reporting and investigation

### PAIN AND CHANGED BEHAVIOUR

- The physiology of pain
- Categories of pain
- Non-pharmacological strategies to minimise pain
- pharmacological interventions
- P.R.N and prescribed regimes
- Behavioral and physiological symptoms of dementia
- Pain assessment
- Strategies to consider for behaviour support
- Legal & ethical considerations

### NUTRITION & BEHAVIOUR

- Understanding malnourishment
- Risk factors for malnourishment & dehydration
- Risk assessment
- Medications
- Support Strategies
- Dysphagia
- Urinalysis considerations
- Reporting concerns

### DIABETES

- Physiology of diabetes mellitus
- The role of insulin and glucagon
- Type I and Type II Diabetes
- Management and planning
- Hyperglycemia and hypoglycemia
- Diabetic neuropathy

### MANDATORY TRAINING

- WHS Awareness
- Manual Handling
- Infection Control
- Safe Food Handling
- Bullying & Harassment
- Mandatory Reporting

### CATHETER CARE

- Anatomy & physiology
- Indications for catheter use
- Indwelling catheters
- Suprapubic catheters
- Reporting catheters
- Reporting concerns
- Complications of catheters
- Catheter Care
- Changing catheter bags competency

### END OF LIFE CARE

- The palliative approach
- End of life trajectories
- Advanced care directives

## For general enquiries, quotes or group bookings call us today

Essential Skills Training & Recruitment RTO ID: 91729

1/3 Warabrook Boulevard, WARABROOK NSW 2304

P: (02) 4961 0016 E: [info@essentialskills.com.au](mailto:info@essentialskills.com.au) W: [www.essentialskills.com.au](http://www.essentialskills.com.au)

