



MAKE YOUR MOVE

With Essential Skills

Specialist Training in:

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



Course Schedule 2022

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!

The NSW Department of Education has recognised our organisation as a High Performing Provider



★★★★★ 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
W: www.essentialskills.com.au
RTO ID: 91729



"If you're the smartest person in the room, then you are in the wrong room"

Confucius



Community Services

Full-time Programs (Jobseekers)

Suitable for people not currently working in the community services sector



CHC33015 Certificate III in Individual Support - Ageing or Disability

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 full-time classroom-based program, including **135 hours** of compulsory work experience (unpaid). Ageing and Disability elective streams are available.

Program Commencements - 9th February 2022 - 23rd May 2022 - 22nd August 2022

Would you rather complete your CHC33015 Certificate III in Individual Support whilst you are working, as part of traineeship? Essential Skills runs ongoing recruitment programs for local employers looking for new talent to join their team. Call our friendly team to find out more or visit our website; <https://essentialskills.com.au/current-recruitment-program/>



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 16 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 Commencements

(Ageing) -10th February 2022 -7th April 2022 - 29th June 2022 - 7th Sept 2022 - 3rd November 2022

(Disability) -25th January 2022 - 28th April 2022 - 20th July 2022 - 26th Sept 2022 - 29th November 2022

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 its highest level. This is an 20 month employment based program, including **120 work hours** logged against the skills gained in this qualification. If you have completed your CHC33015 Certificate III in Individual Support, Credit Transfer can be applied for a number of units, reducing the duration down to 8-10 months. Using a blended-learning approach, this course is delivered via in-class workshops and online sessions.

Program Commencements - 22nd February 2022 - 5th May 2022 - 9th August 2022 - 10th October 2022

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 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 sessions, one day per month.

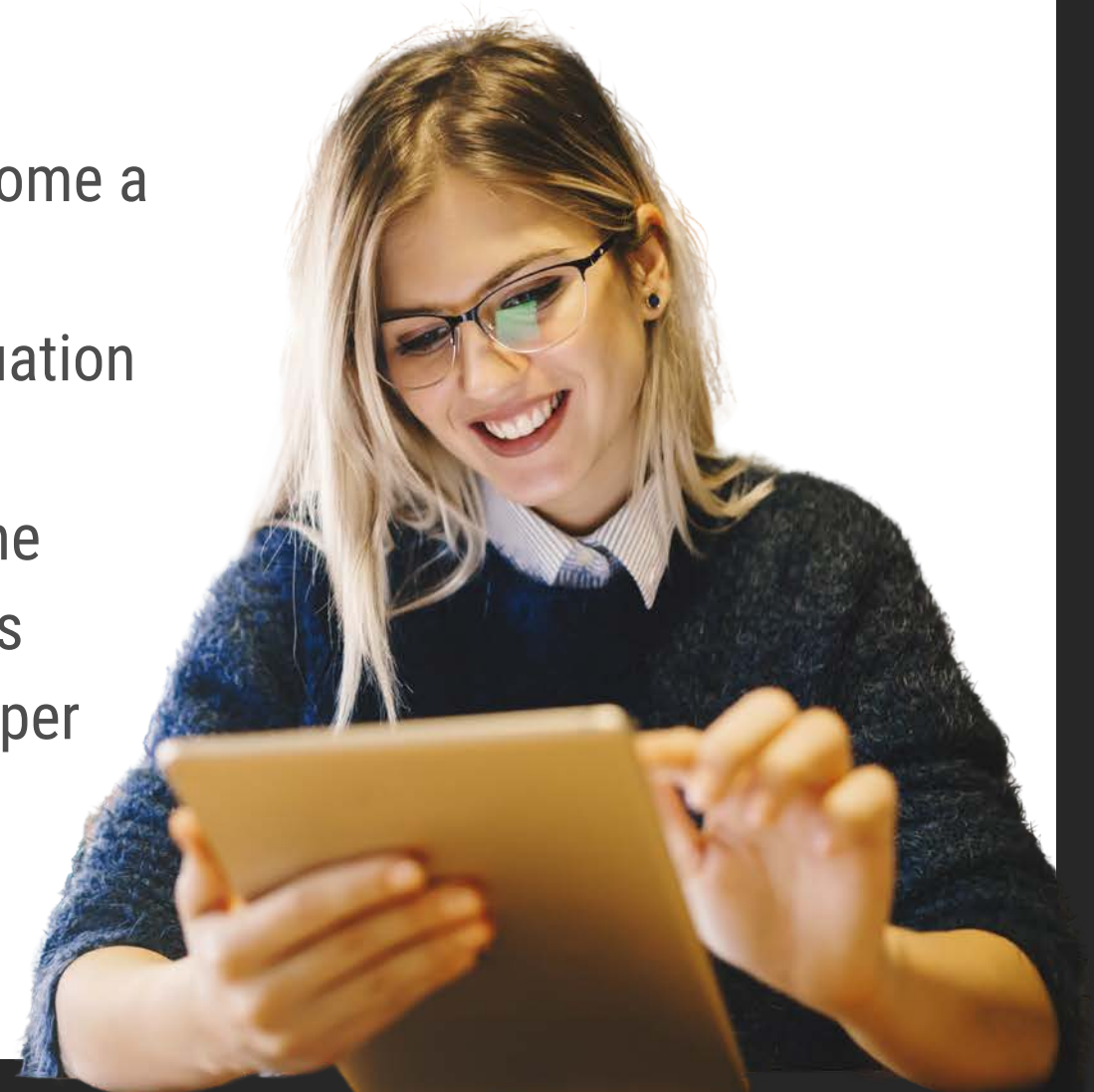
Program Commencements - 1st March 2022 - 14th June 2022 - 18th August 2022 (fortnightly evening classes) - 17th November 2022

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 16 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 sessions, one day per month.

Program Commencements - 27th April 2022 - 20th September 2022



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 17 months.

Program Commencements - 18th July 2022

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 17 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 Commencements - 8th March 2022 (evening classes - fortnightly) - 14th July 2022 - 4th October 2022



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.

CHC52015 Diploma of Community Services

Duration - 24 months | Compulsory work hours required - 100 | Must have prior experience in community services.

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 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.

Business Services

Distance / Online Programs

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



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 and a reasonable level of computer skills required.



Essential Skills is a NSW Smart and Skilled Approved Provider which means we can offer subsidised training for eligible students in NSW.

Give us a call to determine your eligibility, your qualification could cost as little as

\$0

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

Contact us today on (02) 4961 0016.



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 a current first aid certificate i.e. HLTAID003/HLTAID011 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.



Disability First Aid

TRAINING DATES:

Monday 14th February 2022
Tuesday 5th April 2022
Friday 10th June 2022
Friday 5th August 2022
Thursday 20th October 2022

Course Price - \$250

HLTAID011 Provide First Aid

In this course, you will learn the skills and knowledge required to be able to provide a first aid response and life support, manage casualties, the incident, and other first aiders, until qualified emergency help arrives at the scene of an incident.

Components Included:

- HLTAID009 – Provide cardiopulmonary resuscitation
- HLTAID010 – Provide basic emergency life support
- HLTAID011 – Provide first aid

This qualification is valid for 3 years. The only component of this qualification that may need to be updated, is the CPR component. The Australian Resuscitation Council recommends that CPR is renewed annually.

Eligibility: Students must be able to kneel to perform at least 2 minutes of uninterrupted CPR on a manikin that is placed on the floor. 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:

Monday 31st January 2022
Tuesday 22nd March 2022
Friday 13th May 2022
Thursday 7th July 2022
Monday 12th September 2022
Thursday 10th November 2022
Wednesday 7th December 2022

Course Price - \$120

Community Services

Single units of competency

Suitable for people who are currently working in the industry.



HLTAID009 Provide cardiopulmonary resuscitation

This course covers the knowledge and skills required to provide CPR, manage and assess an emergency situation, use an automatic external defibrillator (AED), understand DRSABCD and the First Aider's legal responsibilities.

Provide CPR is trained and assessed in line with Australian Resuscitation Council (ARC) guidelines.

This qualification is valid for 1 year. The Australian Resuscitation Council recommends that CPR is renewed annually.

Eligibility: Students must be able to kneel to perform at least 2 minutes of uninterrupted CPR on a manikin that is placed on the floor. 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:

Monday 2nd May 2022

Tuesday 19th July 2022

Friday 14th October 2022

Tuesday 13th December 2022

Course Price - \$65



Community Services

Skills Development Workshops

Suitable for people who are currently working in the industry.

Mental Health First Aid

Learn how to provide mental health first aid to friends, family members, co-workers and other adults.

This course will teach you how to provide initial support to other adults who may be experiencing a mental health problem or mental health crisis until appropriate professional help is received or the crisis resolves, using a practical, evidence based Action Plan.

This course is delivered over 2 full days (face to face). Participants must be over 18 years, and attend both sessions for the successful completion of this course.

Successful participants will receive a certificate of completion from Mental Health First Aid Australia.

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



Accredited Instructor

TRAINING DATES:

28th & 29th March 2022

19th & 20th May 2022

25th & 26th July 2022

29th & 30th September 2022

7th & 8th November 2022

Course Price - \$270

SPECIAL BUNDLE PRICING*

Are you interested in enrolling in more than one of our first aid courses? Then we have some special discounts just to say thanks.

*All courses must be completed with Essential Skills to be able to claim the discounted price.

OPTION 1

Enrol into;

- HLTAID011 Provide First Aid and
- 10735NAT Course in Disability First Aid

Normal Price \$370

Bundle Price - \$320

Save \$50

OPTION 2

Enrol into;

- 10735NAT Course in Disability First Aid and
- Mental Health First Aid

Normal Price \$520

Bundle Price - \$450

Save \$70

OPTION 3

Enrol into;

- 10735NAT Course in Disability First Aid and
- Mental Health First Aid and
- HLTAID011 Provide First Aid

Normal Price \$640

Bundle Price - \$550

Save \$90

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.

Promoting Skin Integrity (Full-day workshop)

- Basic anatomy and physiology of the skin
- Skin changes as we mature
- Fundamentals of skin assessment
- Types of skin integrity impairment-prevention/management e.g. skin tears, pressure injury, moisture associated skin damage (including stoma sites), leg ulcers, blisters, minor burns, and skin at end of life
- Wound healing - factors influencing wound healing/assessment and management
- Wound management strategies



**5 CPD
points**

Presented by Meredith Kirkpatrick

Session Dates - Monday 11th April 2022 or Friday 23rd September 2022.

Time: 9.30am - 3.30pm

Cost - \$275 (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.



**3 CPD
points**

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 - Wednesday 20th April 2022 or Monday 24th October 2022.

Time: 9.30am - 1:00pm

Cost - \$187 (incl GST) morning tea provided

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

**3 CPD
points**

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 20th June 2022 or Wednesday 30th November 2022

Time: 9.30am - 1.30pm

Cost - \$176 (incl GST) morning tea provided

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

**5 CPD
points**

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 - Thursday 10th February 2022 or Monday 29th August 2022

Time: 9.30am - 3.30pm

Cost - \$275 (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/courses

A minimum number of registrations are required for these programs to commence, we reserve the right to cancel or postpone these programs if the minimum number is not met.

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.**

Courses



Understanding the new Aged Care Standards



Essential Skills Training and Recruitment

\$49.50



Infection Control in Disability



Essential Skills Training and Recruitment

\$49.50



Mental Health in the Workplace for Employers



Essential Skills Training and Recruitment

\$89.50



Mental Health in the Workplace for Workers



Essential Skills Training and Recruitment

\$49.50



Medication Awareness



Essential Skills Training and Recruitment

\$89.50



Tracheostomy Care



Essential Skills Training and Recruitment

\$89.50

Managing Diabetes | Basic Wound Care | Enteral Feeding and Management | Mealtime Management | Catheter Care | Complex Bowel Care | Ventilation Support | Asthma Management | NDIS and Reportable Incidents | Oxygen Management | Tracheostomy Care | Changed Behaviour | Epilepsy and Midazolam | Medication Awareness | Mental Health in the Workplace | Workplace Health and Safety including Manual Handling | Compulsory Reporting | Infection Control | Food Safety | Understanding the New Aged Care Standards| Discrimination, Bullying and Harassment

www.essential-skills-training-and-recruitment.teachable.com

Community Services

Workshops on Demand

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

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

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

OPTIONAL SKILLS ASSESSMENT: Administer suppository and enema safely

INFECTION CONTROL & SAFE FOOD HANDLING

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

OPTIONAL SKILLS ASSESSMENT: Handwashing

EPILEPSY AND SEIZURE EMERGENCIES

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

OPTIONAL SKILLS ASSESSMENT: Administer Buccal Midazolam

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

OPTIONAL SKILLS ASSESSMENT: Using a feeding pump correctly

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

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

MANAGING 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

OPTIONAL SKILLS ASSESSMENT: Taking a blood glucose level

**OPTIONAL SKILLS
ASSESSMENT AVAILABLE
FOR SOME TOPICS**



Community Services

Workshops on demand

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

BASIC WOUND CARE

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

BULLYING & HARASSMENT

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

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

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

OPTIONAL SKILLS ASSESSMENT: Emptying a catheter bag & changing a catheter bag

END OF LIFE CARE

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

MEDICATION AWARENESS

- Common forms of medications
- How medications work
- Medication effectiveness
- Systems of delivery
- Scope of practice and accountability
- Potential risks, adverse reactions, side effects
- Storage and Procedures
- Administration and distribution
- Reporting incidents and errors



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 W: www.essentialskills.com.au





The Community Services Specialists



essential skills
training and recruitment

P4P

People For Positions
Community Services
Recruitment Specialists



DOULA
CONNECTIONS
END OF LIFE SERVICES

Julie Fletcher
BUSINESS COLLECTIVE

Follow us on the Socials

