



Wesley Vocational Institute (WVI)

RTO Code 90091

CHC33021 Certificate III in Individual Support



Course details

Information Session:	By appointment
Course duration:	12 – 16 months*
Online Workshops:	Fortnightly Evening Classes Thursday, 4:30 PM – 7:30 PM
Location:	Online trainer led virtual classroom
Work experience/placement:	Minimum 120 hours within community service organisation.
Trainer/Assessor:	Tanya Campbell
Cost:	This training is subsidised by the NSW Government Smart and Skilled Funding and is part of 'NSW Fee Free' († NFF) arrangements*.

* Course duration subject to change dependent upon industry experience.

† NFF Jan–Jun 26 indicates that this qualification is fee-free for all Smart and Skilled students who enrol from 01/12/2025 and commence training from 01/01/2026 and 30/06/2026 or until funding is exhausted.

About the course

This program offers individuals the opportunity to gain a qualification and experience supporting adults within the care sector; with pathways to employment within the aged care, home care or disability services.

Who should enrol

Passionate and caring individuals seeking the opportunity to receive accredited training in the care sector. Applicants should possess a calm, patient nature and should be capable of operating within a team as well as with some independence.

Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification in an industry which offers a broad range of employment opportunities.



Attendance, study load and student support

You will be required to:

- Attend scheduled virtual classes every fortnight for 3-hours and participate in simulated activities spanning the 12 – 16 months over the duration of the course.
- Actively engage and participate in e-learning in accordance with the timeframes set out in your training plan.
- Undertake self-directed learning activities, including individual research in your own time (estimated at 10 – 15 hours per unit of competency for the average learner).
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per unit of competency).
- Complete a logbook and reflection journal containing a minimum of 120 hours work placement – *see specific details listed below in Work experience/placement section of this brochure.*

We'll provide all the details and expectations for each activity in your individual training plan. And if you need help, student support is available by appointment with your Trainer/Assessor.

Work experience/placement

- Complete a minimum of 120 hours of work placement in the community services sector (your current role in the community services sector may contribute to these hours).
- Work experience/placement is to be organised by each individual student with the support of your trainer within a community service area of your choosing.
- The Trainer/Assessor will require each learner to complete a logbook and reflection journal based on their experiences along with requesting a supervisor's evaluation to identify skills strengths and development opportunities.

Assessment

Assessment will include a range of activities such as written tasks, oral questions and skills demonstration within a simulated and/or actual work environment.

N.B. Students need to be aware of, and consent to video record themselves for the purpose of gathering and submitting workplace assessment evidence relating to specific performance tasks

Entry requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Be an Australian/New Zealand citizen or Australian Permanent Resident or Humanitarian visa holder.
- NSW residency or employed by NSW employer.
- Satisfactory level of language, literacy, numeracy and digital capability.
- Access to a computer with Microsoft 365 or similar applications and reliable internet and browser.
- Ability to commit to attendance and study load and work experience/work placement requirements for this course.
- Provide evidence of vaccination status in line with Public Health Orders for work placement (as required).
- Willingness to complete:
 - A volunteer Working with Children Check.
 - Australian National Police Check. **
 - [New Worker NDIS Induction Module](#).
 - [NDIS Workers Screening Check](#)

** Due to the duty of care requirements of service providers, individuals with disclosable court outcomes may not be given access to services for the purpose of completing their work experience – please consider this prior to enrolling. If you wish to have a confidential discussion regarding this matter, please contact our office via the details provided below.



Course fees

This training is subsidised by [NSW Government Smart and Skilled Funding](#) and is part of 'NSW Fee Free arrangements'. NFF Jan–Jun 26 indicates that this qualification is fee-free for all Smart and Skilled students who enrol from 01/12/2025 and commence training from 01/01/2026 and 30/06/2026 or until funding is exhausted. Visit www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions. All course material is provided and inclusive with course fee.

How to apply

Step 1: [Click here or scan the QR code to apply.](#)

Step 2: A WVI representative will contact you with information session details.

Step 3: WVI representative will provide you with your Smart and Skilled eligibility notification.

Step 4: Attend WVI information session and complete mandatory language, literacy, numeracy and digital (LLND) assessment.

Step 5: Upon completion of the LLND, a WVI representative will advise of the next steps of your enrolment.



Enrolment documentation

- ☐ Unique Student Identifier (USI) number (apply here usi.gov.au)
- ☐ Photo ID (e.g. driver's license, photo card, passport)
- ☐ Medicare card
- ☐ Visa and or evidence of residency in NSW
- ☐ Proof of eligible welfare payment e.g. Centrelink income statement – if applicable
- ☐ Copies of qualifications or access to usi.gov.au transcript to request Credit Transfer (for equivalent units of competencies)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. Please contact us on 1800 676 039 if you have any questions.

CHC33021 Certificate III in Individual Support

CHCCCS038 Facilitate the empowerment of people receiving support	CHCCCS041 Recognise healthy body systems
CHCLEG001 Work legally and ethically	HLTWHS002 Follow safe work practices for direct client care
CHCDIV001 Work with diverse people	CHCDIS020 Work effectively in disability **
CHCCOM005 Communicate and work in health or community services	CHCADV001 Facilitate the interests and rights of clients **
CHCCCS040 Support independence and wellbeing	CHCMHS001 Work with people with mental health issues **
CHCDIS012 Support community participation and social inclusion **	CHCCCS031 Provide individualised support
CHCDIS011 Contribute to ongoing skills development using a strengths-based approach **	HLTINF006 Apply basic principles and practices of infection prevention and control
CHCGRP001 Support group activities **	

****Elective units of competency are subject to change dependant on industry need.**

For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit wesleymission.org.au

View our [Wesley Mission | Privacy Policy here](#) and Download a copy of [Wesley Vocational Institute Student Handbook](#)

